

Here is a list of the documents your agency will need to provide for the Mississippi Office of Homeland Security (MSOHS) to complete a monitoring visit.

Please remember: this information is for a monitoring visit, and not an audit. We will work together to assure that your office and ours review the required information.

The visit begins with an entrance review. This review should include persons that will assist with the monitoring visit, and will be our time together to explain the purpose of the monitoring procedure, and to answer any questions you or your staff may have.

If you need additional information, please call Sondra Bell at 601-346-1499 or 601-500-1186 (cell).

# **MISSISSIPPI OFFICE OF HOMELAND SECURITY DOCUMENT REQUEST**

*The following documents must be provided at the beginning of the monitoring visit.*

## **Financial Related**

### **General Financial**

1. Financial statements (Balance Sheet, Income Statement, Changes in Fund Balance, Cash Flow Statement)
2. Chart of Accounts
3. General Ledger
4. Reconciliation of subsidiary ledgers to the general ledger
5. List of authorized check signers
6. Payroll register

### **Grant Specific Financial (monitoring period only)**

1. Application Cover Sheet
2. Modifications, extension approvals
3. Original timesheets: functional timesheets/time logs/cards/attendance reports along with the applicable time study allocation plan
4. Vouchers supporting all claimed operating expenses, including the following: purchase orders; receiving reports and vendor invoices
5. Canceled checks, check stubs, and/or cash receipts
6. Contracts: Services/Consultant contracts and lease agreements, sole source or open bid process documentation, and rate of pay
7. If applicable, Project Income (PI): all source documents describing the type of PI earned, when it was earned, how much was earned and how it was expended
8. Equipment Inventory list for grant funded purchases
9. Vouchers supporting all claimed equipment expenses, including the following: purchase orders; receiving reports and vendor invoices

## **Program Related Source Documentation**

1. Performance Reports: Original source documentation to support operational area/urban areas data reported
2. MOUs: Documentation to support activities
3. Contracts: signed written contract(s)
4. Documentation to support services provided by contractor including: activities performed and evaluation services
5. BSIR Reporting: Review of timely submission of report

## **Other**

1. Organizational Chart
2. Job descriptions for grant funded positions: As it relates to overtime/backfill charges
3. A copy of the Governing Board Resolution/Approval Authority Body
4. Training: Documentation as it relates to the number of trainings conducted, and the number of personnel/individuals trained

*Please be advised the monitor may request additional documentation as necessary at the time of the visit.*